

Work-Study Job Posting Request

Semester/Year: Fall: **2026** Spring: **2027** Summer: _____

Type of WS: Federal Institutional

Department Name/#: **Health Sciences (2145)**

Campus: Poteau Sallisaw Off Campus

Building: **Health Sciences** Office/Room #: **HS717**

Job Duties/Responsibilities:

Front desk receptionist; answering phone, greeting visitors and students; filing, copying, and light housekeeping in skills labs.

***We will work with student's course schedule and their availability regarding student's work schedule.**

Schedule:

Day of Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Possible working hours		9am-12pm 1pm-4pm	9am-12pm 1pm-4pm	9am-12pm 1pm-4pm	9am-12pm 1pm-4pm	9am-12pm 1pm-4pm	

Supervisor Name: **Delores "Dee" Steele**

Email: **deesteele@carlalbert.edu**

Phone #: **918-647-1355**